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OFFICE OF THE CHIEF

DEC 1950

I. MISSION.

A. The Chief of the Training Division implements training policies of ADSO and ADPC, administers the training program, supervises the branch and staff chiefs, and maintains necessary liaison within and without CIA.

25X1

B. ORGANIZATION.

The Chief has over-all responsibility for supervision of all training activities. The Deputy Chief acts in his absence and has general responsibility for several specific training programs. The Administrative Officer has general responsibility for training supplies, services, facilities, and administrative procedures. Stenographic and clerical personnel handle the central files, the distribution and logging of correspondence, and other general office duties.

C. DESCRIPTION OF ACTIVITY.

This office serves as headquarters for the Training Division to receive directives from OSO and OPC and maintain liaison with necessary offices within and without CIA and to direct and guide the staffs and branches in the training mission. Plans are made in accordance with received estimates of training load. Instructional materials and methods are specified and reviewed. Content of courses and evaluations of training are reviewed. The programs are adapted to the changing needs and desires of the operating offices. Administrative support and supervision are given to the TRD branches and staffs for coordination and efficiency. Technical advice and assistance on training is given to CIA offices as requested. Mobilization plans are prepared for emergencies. The Assessment Staff is guided in its relations with other parts of TRD and the interested offices of CIA. TRD also performs special duties related to training as requested.

D. NUMBER IN TRAINING.

As of 1 October 1950 TRD has in training the following number of students:

1. Staff Training Branch
2. Area Training Branch
3. Covert Training Branch
4. Other Training

TOTAL

25X1

In the near future, special projects training will increase this figure to  or more.

25X1

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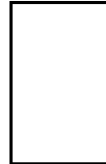
E. NUMBER OF STUDENTS PROCESSED IN CURRENT YEAR.

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(1 October 1949 - 1 October 1950)

1. Staff Training Branch
2. Area Training Branch
3. Covert Training Branch
4. Other Training

TOTAL



25X1

Since the Area Training Branch is just developing and since the Special Projects Staff is in a planning stage, the figure would not completely indicate staff activity.

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